

# User Account Request Form

This Request is for: ☐ New Account ☐ Update\* ☐ Deactivate\*

\* Please provide current/previous UserID: \_\_\_\_\_

## USER INFORMATION

Last Name: \_\_\_\_\_ Full Name: \_\_\_\_\_ GSFC Code: \_\_\_\_\_

Location: \_\_\_\_\_ Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_ ☐ RSA token

Citizenship (and Visa Status if not U.S.) \_\_\_\_\_

### Mailing address:

*Please check the boxes that describe you:*

- ☐ NASA civil service employee
- ☐ Contractor...Company Name \_\_\_\_\_ Contract No. \_\_\_\_\_
- ☐ Other (student, visiting scientist, etc.) \_\_\_\_\_
- Normal location of access \_\_\_\_\_ (foreign country, home, office, etc.)
- ☐ Long Term Login **(must be re-validated annually)**
- ☐ Temporary Login: ID will expire on \_\_\_\_\_
- ☐ Add to ACD mailing list:

Access Code

UserID

Machine

☐

----- NASA GSFC ACD Unix Cluster:

### Access Code

- 1 = Privileged  
2 = Lts. Privileged  
3 = User (onsite)  
4 = User (offsite)  
5 = Email only

## Stand alone systems:

Access Code

Machine

UserID

☐

\_\_\_\_\_

☐

\_\_\_\_\_

## FOR OFFICE USE ONLY

User's home machine: \_\_\_\_\_

User's home link: \_\_\_\_\_

User's shell: \_\_\_\_\_

Account authorized by: \_\_\_\_\_

Account created by: @ \_\_\_\_\_

Other groups: \_\_\_\_\_

Acct. Xrefs: \_\_\_\_\_

Password last changed: \_\_\_\_\_ Min Chg: \_\_\_\_\_ Max Chg: \_\_\_\_\_ Warn: \_\_\_\_\_ Inact: \_\_\_\_\_

POP Access: \_\_\_\_\_ Email aliases: \_\_\_\_\_

Acct. version \_\_\_\_\_ by @ \_\_\_\_\_ as of \_\_\_\_\_

UID: \_\_\_\_\_ GID: \_\_\_\_\_ AUID: \_\_\_\_\_

Account Status: \_\_\_\_\_ Type: \_\_\_\_\_

User's color group: \_\_\_\_\_

on: \_\_\_\_\_ expires: \_\_\_\_\_

on: \_\_\_\_\_

## ALL USERS MUST READ AND SIGN THIS STATEMENT

By signing below, the user is indicating that he/she has read, understands, and will comply with the next 3 pages that describe official business use and acceptable use for NASA computer systems according to NPG2810.1 Sections 4.8.2 - 4.8.4 and 4.9, as well as the Rules of Behavior for NASA-administered systems. The following statement is required by NPG2810.1 Section 4.7.7 Figure 4-8 and is also acknowledged by the user's signature below.

Unauthorized use of the computer accounts and computer resources to which I am granted access is a violation of Section 799, Title 18, U.S. Code; constitutes theft; and is punishable by law. I understand that I am the only individual to access these accounts, and will not knowingly permit access by others without written approval. I understand that my misuse of assigned accounts, and my accessing others' accounts without authorization is not allowed. I understand that this/these system(s) and resources are subject to monitoring and recording. I further understand that failure to abide by these provisions may constitute grounds for termination of access privileges, administrative action, and/or civil or criminal prosecution.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### APPROVAL (Make sure that signature is completed)

ATR/Civil servant Sponsor Concurrence (for contractor and other)	Printed Name/Title	Date

Forms without complete application information and/or required approval will be returned to the user.